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**DEPARTMENT ORDER NO. 250**  
Series of 2025

**GUIDELINES FOR THE IMPLEMENTATION OF FINANCIAL ASSISTANCE PROGRAM  
FOR DISTRESSED MIGRATORY SUGARCANE WORKERS (MSWS)**

**Section 1. Policy and Objectives**

The Migratory Sugarcane Workers (MSWs) are among the most vulnerable workers in the agriculture sector. They face numerous risks, including precarious working conditions, limited access to social protection mechanisms, and the seasonal nature of their employment. In response to these challenges, the Department of Labor and Employment (DOLE) is implementing the financial assistance program as a targeted social protection support measure. This initiative aims to reduce the MSWs' vulnerability to economic and social risks, complement existing regulatory measures, and contribute to enhancing social protection for marginalized workers in the agriculture sector.

The objectives of this program are:

- a) To provide immediate financial assistance to distressed MSWs to stabilize their economic situation during times of crisis;
- b) To reduce the vulnerability of MSWs to cushion the impact of work-related emergencies and other unforeseen events that may disrupt their livelihoods; and
- c) To complement existing social protection support measures aimed at addressing the potential impact of economic and social risks faced by MSWs.

**Section 2. Definition of Terms**

- 2.1 **"Migratory Sugarcane Worker"** refers to *sacada* or migrant and seasonal sugarcane worker who is employed, transported, and has travelled to another place, from one LGU to another LGU, from one province to another province, or region to another region, to perform agricultural service or work in sugarcane farms; and cannot return to his permanent residence on the same working day due to geographic distance of their worksite.
- 2.2 **"Distressed MSW"** refers to an MSW who suffered work-related injury or sickness, unjust treatment, or violations of employment contract/s and workers' rights.
- 2.3 **"Financial assistance"** refers to the monetary aid provided to distressed MSWs under this program.

2.4 **“Work-related accidents or illnesses”** refer to injuries, health conditions, or diseases that arise directly from their job duties or working environment. These can include, but not limited to:

Accidents: Physical injuries resulting from the use of agricultural machinery (e.g., tractors, harvesters), manual tools (e.g., machetes, hoes), slips and falls, exposure to hazardous substances (e.g., pesticides, fertilizers), animal bite, and transportation incidents related to commuting to and from remote work sites.

Illnesses: Health problems caused by prolonged exposure to extreme weather conditions (e.g., heatstroke, dehydration, fever for more than 3 days), respiratory issues from inhaling dust, smoke, or chemical fumes, skin conditions from contact with irritants or chemicals, and musculoskeletal disorders from repetitive and strenuous physical labor.

### **Section 3. Coverage and Eligibility**

This program covers all MSWs who are in distress due to the following reasons:

- a) Work-related illness or injury; and
- b) Trafficking, unjust treatment, violations of employment contract and/or workers' rights.

### **Section 4. Amount and Release of Financial Assistance**

4.1 The qualified MSWs may receive one-time financial assistance in the amount of Four Thousand Pesos (PHP 4,000.00).

4.2 The financial assistance shall be released directly to the beneficiaries through cash.

4.3 DOLE Regional Offices/Provincial/Field Office shall ensure the timely release of the financial assistance to the beneficiaries.

### **Section 5. Documentary Requirements**

5.1 The qualified MSW shall file the accomplished Application Intake Form (AIF) to the nearest DOLE Regional/ Provincial/ Field Office.

5.2 The AIF shall be supported with the following additional documents:

- a) Any valid identification document;
- b) Incident report from the planter, contractor, or authorized representative of the planter, if applicable;
- c) Spot report from the PNP or copy of blotter from the concerned barangay, whichever is most applicable or feasible; and
- d) Medical certificate for work-related accidents or illnesses, if available.

In exceptional cases where any identification document and other required documents cannot be reasonably provided but the facts can be verified during the assessment, the DOLE Regional/Provincial/Field Office focal person may justify in the AIF the grant of financial assistance to distressed MSWs. Provided that the justification in the validation report shall be reviewed by the SAP Focal and duly approved by the DOLE PO/FO Head.

5.3 The DOLE Regional/Provincial/ Field Office shall take the following photos of the distressed MSW during the intake interview or assessments:

- a) One (1) standard identification photo; and
- b) Photo(s) of the injured body part(s), if applicable.

## **Section 6. Implementation Process**

6.1 DOLE Regional Offices shall be responsible for the implementation of the financial assistance program.

6.2 Each Regional Office shall designate a focal person to facilitate the processing and approval of requests for assistance.

6.3 The designated focal person shall:

- a) Receive and evaluate requests for assistance from MSWs;
- b) Facilitate the AIF and validate the submitted supporting documents;
- c) Conduct further verification to determine the eligibility of the applicant if identification documents and other requirements are not provided;
- d) Recommend actions and facilitate the processing and release of assistance;
- e) Maintain records and documentation of all transactions; and
- f) Submit regular reports to the DOLE Central Office using the prescribed form.

6.4 The DOLE Regional Office will facilitate the referral of MSWs to other appropriate agencies for them to access other necessary support services.

6.5 The DOLE-BWSC shall issue a separate Procedures Manual (*Annex 1*) for all concerned DOLE Regional Offices, including its Field and Provincial Offices, in order to facilitate the proper interpretation and implementation of this Guidelines.

## **Section 7. Program Management**

### **a. Program Fund**

7.1 The DOLE will utilize the available approved funds for financial assistance/ subsidy to distressed MSWs, under the General Appropriations Act (GAA).

7.2 The implementation of this program shall be subject to the usual accounting and auditing rules and regulations.

7.3 The DOLE - BWSC shall continuously pursue policy and program enhancement and generate additional resources to respond to emerging needs and promote the rights and protection of the MSWs and their families.

#### **b. Monitoring and Evaluation**

7.4 DOLE Regional Offices shall maintain accurate records and documentation of all financial assistance transactions, qualified beneficiaries with approved requests/claims, amounts released, and supporting documents.

7.5 DOLE Regional Offices shall submit monthly reports to the DOLE - BWSC on the implementation of the program, including the number of beneficiaries assisted, the total amount released, and other relevant information.

7.6 The DOLE - BWSC shall conduct regular monitoring of the financial assistance program for distressed MSWs to ensure compliance with guidelines and proper utilization of funds, pursuant to government accounting and auditing rules and regulations.

7.7 The DOLE - BWSC shall consolidate the reports from the Regional Offices and submit regular reports to the Secretary of Labor and Employment and other oversight agencies as required.

#### **Section 8. Separability Clause**

If any provision of this Guidelines is declared invalid, the remaining provisions not affected thereby shall remain in force and effect.

#### **Section 9. Effectivity**

This Guidelines shall take effect fifteen (15) days after its publication in a newspaper of general circulation.

  
**BIENVENIDO E. LAGUESMA**  
Secretary

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